

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

RECIPIENT SERVICES LEAD

Role Title: Program Administration Specialist II

Position # 00645

Pay Band 5, Level II Hiring Range: \$39,384 - \$60,000

Closing Date: May 7, 2007

Health Care Services Division. Exciting opportunity to lead the daily operations of the Medicaid Recipient Services area within managed care operations. This is a new opportunity to lead the enrollment (call center) function, and other recipient services (e.g. appeals, complaints, and member communications). The successful candidate must have considerable professional level experience in health care delivery systems and managed care including health plan enrollment and marketing activities as well as member appeals and complaint processes. Requires proficiency in the use of software applications, spreadsheets, and statistical reporting. Must have demonstrated competency in contract development and management. Requires proficiency in oral and written communications. Degree from an accredited college or university with major course work in public health, public or business administration, or related field preferred. Education/training experience interchangeable.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing date referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

EEO/AA/ADA